University of XXX IRB:

I am a University of Mississippi [doctoral student/faculty member/etc] hoping to recruit research participants from your school. My IRB requires that I ask you whether or not you wish to review my study.

My study has been approved by the University of Mississippi IRB as [Exempt/expedited/etc] and the approval letter and the protocol application approved by the IRB are attached.

Please let me know whether or not you wish to conduct a review of my research before I can proceed with recruitment. I must forward to my IRB your decision before I am permitted to recruit at your school.

If you require review, I will certainly comply with all of your policies and procedures.

Thank you for your time,

[Signature Block]